

## City of Harrisonburg Electoral Board Minutes

Monday, July 21, 2025

City Hall, Council Chambers

409 S. Main Street

Harrisonburg, Virginia 22801

540-432-7707

In Attendance: Chairman, Bill Call; Vice Chairwoman, Jane Burner, Secretary, Ramona Sanders, General Registrar, Mark Finks.

Call to Order: The Meeting was called to Order on Monday, July 21, 2025 @ 9:03 AM.

2. Welcome and Introductions: Angelina Clapp, Associate Director of the Madison Center for Civic Engagement and Mr. Lee Zion of the Daily News Record.

3. Public Comment: There were no Public Comments.

4. Unfinished Business: There was no Unfinished Business.

5. Motion to Approve Agenda: All members of the Electoral Board voted to approve the agenda.

6. Motion to Approve Minutes: All members of the Electoral Board voted to approve the Minutes of May 12, 2025, and the Activities and Minutes from June 2, 2025 – June 24, 2025.

7. Report from Director of Elections: General Registrar, Mark Finks reported:

1. Same Day Registration: Mark has been brainstorming with other localities around the state about procedures to adopt to expedite the SDR process. He will take part in a panel discussion at the ELECT training on July 30, 2025, and he will be giving a presentation at the VRAV conference on August 5, 2025.

2. JMU Civic Engagement: The General Registrar has met with Angelina Clapp, the new Associate Director of the Madison Center for Civic Engagement. They have discussed ways their offices can work together to educate the students of JMU on voter registration and the important deadlines. They have discussed trying to avoid long SDR lines at Godwin Hall. Mark will be going to the JMU campus on August 18, 2025, to meet with the new Civic Engagement fellows, and answer any questions they have about voter registration.

3. Staffing: Mark is currently having discussions with the HR department about temporarily hiring two of our Officers of Elections as temporary workers for November 5, 6, 7, and 8 to get them city logins and access to VERIS to help enter the Same Day Registrations.

4. Mileage Sheet: After some discussions with the Finance Department, the GR's office will be submitting mileage in a new way for EB Members. The State form will be used, and there will now be a section for the starting and closing mileage on each day EB members drive during an election. This will cut out the need to fill out the second city form and furnishing a Google map.

5. Voter Registrar Association of Virginia (VRAV): The General Registrar has been nominated by his peers to run as the Vice Chair of his association's Board. He will be running unopposed. His responsibilities with this position would be to attend Executive Committee Meetings, manage the work group that runs the annual meeting, and fill in when the President is unavailable. If elected Mark would be in this position for two years.

6. Officers of Election Event: The General Registrar's Office will be hosting a thank you celebration for officers of elections that have retired the last few years on August 12, 2025, at 6:00 PM in rooms 011 and 012 in City Hall. They have invited all the current OoE's. There will be lite snacks and drinks. At 7:00 PM the group will go up to Council Chambers to hear the OoE proclamation read by Council.

7. Important Dates: 07/30/25 VEW (ELECT Training in Richmond), 08/04/25 – 08/06/25 Office Closure for VRAV Conference, 08/12/25 Officer of Election Appreciation Event (@6:00 PM in City Hall basement, 08/18/25 Office of Civic Engagement fellows training event, 08/23/25 Block Party in the Burg, 09/02/25 ADA compliance checklist for polling places due, 09/19/25 Start of Early Voting for November Election, 10/13/25 City Hall Closed (no early voting), 10/24/25 Last day of voter registration and request an absentee ballot by mail, 11/04/25 **General Election**.

8. Approval of new Officer of Election: All members of the Electoral Board approved an Independent who speaks Swahili as an Officer of Election presented on May 12, 2025 and approved on July 21, 2025.

9. Polling Locations ADA compliance review: General Registrar and all members of the Electoral Board will do a walk through of all eight precincts. This is due 09/02/25.

10. New Business: No new business.

11. **A motion was made by Chairman Bill Call to move to Closed Session at 9:26 AM to discuss Personnel matters pursuant to Section 2.2-3711(A) of the Code of Virginia and to also discuss the review of 2025 Security Policies and Annual Registrar's Review. Those in attendance at Closed Session were Chairman, Bill Call, Vice Chairwoman, Jane Burner, Secretary, Ramona Sanders, and General Registrar, Mark Finks.**

12. **Return to Open Session @ 11:56 AM. Chairman Call read the following Statement: To the best knowledge of each member of this Board (i) only public business matters lawfully exempted from the open meeting requirements of Chapter 37 (Virginia Freedom of Information Act) of Title 2.2 of the Code of Virginia and (ii) only such public business matters as were identified in the motion by which today's executive session was convened were heard, discussed or considered in the closed session.**

13. Adjournment: Chairman Bill Call adjourned the meeting at 11:58 AM.

The date of the next meeting was not scheduled at this time.

Respectfully submitted by Ramona Sanders, Secretary, City of Harrisonburg Electoral Board, Monday July 21, 2025.